

PERSONAL INCOME TAX RETURN CALENDAR YEAR 2014

IMPORTANT

Please read these notes before completing your return

Complete **ALL** sections legibly and in full, or your return may be sent back to you. If more space is required for any section, please use a separate sheet and attach it to the return.

This income tax return now includes a summary sheet which the Director requires you to complete. This will help with the processing of your return.

Please do not provide information on this page or pages 7 and 8. You may detach pages 7 and 8 if you wish to retain the notes.

PENALTIES – Penalties will be imposed if your completed return is not submitted by 30 November 2015. Penalties may also be imposed or prosecution sought if you submit an income tax return which is materially incorrect or incomplete, and fail to make/keep the appropriate records.

ONLINE RETURNS – It is quicker and easier to complete your return online. Please visit www.gov.gg for details on how to register. Online returns are given priority and the information provided is automatically collated, so it is not necessary for you to complete a summary sheet.

ISSUE OF ASSESSMENT – Returns are dealt with in date order, although online returns have priority. Please allow at least 4 months after submission of your paper return before making enquiries as to when you can expect to receive your assessment.

If you require more information, please see www.gov.gg/taxationfaq for various Frequently Asked Questions.

SUMMARY SHEET

The Director requires you to complete this summary sheet as this forms part of your personal return for the calendar year 2014.

Please enter your income tax reference number in these boxes:
(e.g. 0V.123456 or 10.987654B/R):

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	PLEASE SHOW SECTION TOTALS BELOW	For office use only	SELF	SPOUSE
A(1)	Income from employment	1	£	£
A(2)	Benefits in kind	60	£	£
A(3)	Tips, gratuities and similar receipts	3	£	£
	Contributions to an employer's pension scheme	59	(£)	(£)
	Other claimable deductions	49	(£)	(£)
B	Self-employment (net profit)	7	£	£
C	Pensions received (Guernsey OAP/State Pension)	34	£	£
	Pensions received (Jersey OAP/State Pension)	14	£	£
	Pensions received (UK OAP/State Pension)	4	£	£
	Pensions received (overseas OAP/State Pension)	15	£	£
	Pensions received (occupational - former Guernsey employer)	2	£	£
	Pensions received (occupational - former Jersey employer)	12	£	£
	Pensions received (occupational - former UK employer)	11	£	£
	Pensions received (occupational - former overseas employer)	13	£	£
	Pensions received (personal)	5	£	£
D	Bank and savings account interest received (Guernsey)	37	£	£
	Bank and savings account interest received (Jersey)	22	£	£
	Bank and savings account interest received (UK)	20	£	£
	Bank and savings account interest received (overseas)	21	£	£
E	Ownership of principal private residence - mortgage interest paid	56	(£)	(£)
	Ownership of let property - rent received	35	£	£
H	Any other income received	18	£	£
J	Deeds of covenant	51	(£)	(£)
	Maintenance	52	(£)	(£)
N	Contributions made to a personal pension scheme	72	(£)	(£)

PLEASE TICK IF YOU HAVE COMPLETED ANY OF THE FOLLOWING SECTIONS		"✓"
E	Ownership of let property - mortgage interest paid	
F	Companies and distributions	
G	Settlements including trusts and foundations	
I	Additional information	
J	Deductions for loan interest (other than mortgage interest)	
K	Income arising to a non-resident	
M	Charge of children	
O	Dependent relative / Infirm person / Housekeeper	

PLEASE TICK THIS BOX IF YOU HAVE MARRIED, SEPARATED, OR BEEN WIDOWED, SINCE COMPLETION OF YOUR LAST INCOME TAX RETURN

PLEASE TICK THIS BOX IF YOU OR YOUR SPOUSE WERE RESIDENT IN GUERNSEY, ALDERNEY OR HERM FOR LESS THAN 182 DAYS DURING THE CALENDAR YEAR 2014

PLEASE TICK THIS BOX IF YOU HAVE ATTACHED SEPARATE SCHEDULES TO THIS RETURN



STATES OF GUERNSEY INCOME TAX

TREASURY AND RESOURCES DEPARTMENT

PERSONAL RETURN - CALENDAR YEAR 2014

I hereby require you to complete this form and return it to me by 30 November 2015. Penalties will be imposed, and in some instances prosecution may be sought, if this form is not received by the due date.

R.R. GRAY, Director

RECEIVED:

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS USING A BLACK OR DARK BLUE BALL POINT PEN

IF YOU ARE MARRIED AND JOINTLY ASSESSED, PLEASE ENSURE THE HUSBAND'S DETAILS ARE ENTERED UNDER SECTION 1 BELOW.

1. PERSONAL DETAILS

Please enter your income tax reference number in these boxes:
(e.g. 0V.123456 or 10.987654B/R):

[Income tax reference number boxes]

Full name:

Address:

Date of birth: [DDMMYY]

Postcode: [] [] [] [] [] []

Former address if you have moved in the last 12 months:

Former name if changed since last return submitted:

2. CHANGE TO MARITAL STATUS DURING 2014:

Married Widowed Separated*

Date of change: [DDMMYY]

(*i.e. ceased living together as husband and wife)

3. MARRIED PERSONS: Details of your wife living with you or wholly maintained by you in 2014:

Wife's full name: Date of Birth: [DDMMYY]

If married after 31 December 2013, please show:

Your wife's former surname Wife's former tax reference: [] / []

Please tick this box if you authorise the Director to discuss your income tax affairs with your wife:
(Note: this will apply until you confirm, in writing, that your wife no longer has authority to deal with your income tax affairs)

4. RESIDENCE DETAILS

Were you/your wife resident in Guernsey, Alderney or Herm for 182 days or more during the calendar year 2014?

SELF Yes: No: SPOUSE Yes: No:

If 'No', please confirm the date(s) of arrival and/or departure, using a separate sheet if necessary.

SELF Arrival Date [DDMMYY] Departure Date [DDMMYY]
SPOUSE Arrival Date [DDMMYY] Departure Date [DDMMYY]

I HEREBY CERTIFY that to the best of my knowledge and belief all the statements made in every part of this return and in any information attached are TRUE AND CORRECT and that I have included details of ALL MY INCOME AND THAT OF MY WIFE from every source whatsoever in the calendar year 2014.

I confirm that I have made, kept and retained the appropriate records, as required by the Income Tax (Keeping of Records etc) Regulations, 2006 & 2012 (tick box to confirm).

I understand that penalties may be imposed or prosecution sought if I:

- submit an income tax return which is materially incorrect or incomplete, and/or
- fail to make/keep the appropriate records (tick box to confirm).

Signature [Signature box]

Social Security no. Self
(See your Health Benefit Card) Spouse

Daytime tel. no. (optional)

Date [DDMMYY]

E-mail address (optional)

(All emails sent from the Income Tax Office which contain personal data are now encrypted — see www.gov.gg/tax for details.)

Data Protection statement: Your personal information will be processed in accordance with Data Protection legislation. The information provided on this return will be used to process your assessment, for tax compliance and to ensure that your personal details held are accurate and up to date, and will also be used for the purposes of the Rolling Electronic Census. Full details of our Data Protection Policy can be found at www.gov.gg/tax. Government statistics may be compiled using information from your return; however, the Director provides this information in a format that does not allow identification of individuals.

Fill in below details of **your/your spouse's total worldwide income** for the calendar year 2014. **WHERE UNDER ANY SECTION THERE WAS NO INCOME, STATE "NONE"**. If more space is required for any section, please use a separate sheet and attach it to the return.

		Self	Spouse
A. EMPLOYMENT- SEE NOTE 1 ENCLOSED			
	Occupation		
(1)	Gross wages, salary, fees or other earnings including bonuses, benefits in kind, overtime, part-time or casual earnings from any country, whether or not tax has been deducted. Show name and address of, and income from, each employer.	£	£
TOTALS			
(2)	Benefits in kind - show value of benefits not already included by your employer in gross pay shown above.	Benefits in Kind	
		Motor vehicle	
		Accommodation	
		Share options	
		Other benefits	
(3)	Tips, gratuities and similar receipts not included in gross pay above		
DEDUCTIONS: Contributions to an employer's approved pension scheme (contributions to personal pensions should be claimed in Section N) Other claimable deductions			
B. SELF-EMPLOYMENT: (Including trades and professions) - SEE NOTE 2 ENCLOSED		Self £	Spouse £
Nature of self-employment		Net Profit	Net Profit
Turnover less than £15,000 <input type="checkbox"/> Tick here and provide 3 line accounts (Form 3LA available for download at www.gov.gg/form3LA)			
Turnover more than £15,000 <input type="checkbox"/> Tick here and provide accounts and computations (Form TPLA available for download at www.gov.gg/TPLA)			

C. PENSIONS RECEIVED: (e.g. State pensions (including widows), occupational and personal pensions from any country, whether or not tax has been deducted - **SEE NOTE 3 ENCLOSED**)

	Pension provider	Country of origin	Frequency paid and rate at 01.01.2015	Date commenced if in 2014	Total gross pension 2014
Self	Pension 1				
	Pension 2				
	Pension 3				
	Pension 4				
Spouse	Pension 1				
	Pension 2				
	Pension 3				
	Pension 4				

D. BANK AND SAVINGS ACCOUNTS INTEREST RECEIVED - All Bank, Building Society, National (Post Office) Savings, ISAs or other savings account interest receivable (without exception) is chargeable to Guernsey income tax, **no matter where the account is held**. ***If the account is held outside of Guernsey/Alderney, please complete the "Country" box below**. If your interest has substantially increased/decreased since the last return made, please provide an explanation. If any account was opened or closed during 2014 please indicate this in the relevant column.

Name of Bank, Building Society or other <i>(please show each account separately)</i>	Country*	Opened 2014 ("✓")	Closed 2014 ("✓")	Self £	Spouse £
.....					
.....					
.....					
.....					

E. OWNERSHIP OF PROPERTY: MORTGAGE INTEREST PAID AND INCOME RECEIVED - SEE NOTE 4 ENCLOSED

In each section:

- Please show address(es) of property(ies) and indicate if a mortgage applies to that property.
- **If the property was purchased in 2014**, please tick column 'A' and attach a property checklist (form 357—available at www.gov.gg/forms) if you have not already forwarded the checklist to this office.
- If you are claiming a share of the interest, show your percentage share and the name(s) of the other person(s).
- If the balance outstanding and/or interest has substantially increased/decreased since the last return made, please provide an explanation.
- If your mortgage will be ceasing this year, please contact the Income Tax Office so that your coding notice can be amended.
- Please declare only interest paid, not capital payments

	A "✓"	Mortgage provider	Balance outstanding at 31.12.14	Interest paid		Your share %
				Self	Spouse	
Section 1 - Principal private residence (PPR)						
Address						
Name of other person and share of interest						
If your mortgage exceeds £400,000, please tick this box. See Note 4 enclosed for details on how to calculate the mortgage relief restriction, and declare that figure in the "Interest paid" column. <input type="checkbox"/>						
Section 2 - Property not let						
Address						
Name of other person and share of interest						
Section 3A - Let property. Give details of each property separately and declare income in 3B below.						
Address						
Address						
Name of other person and share of interest						

Section 3B - Income from let property	Description	Name of occupier	Who pays for repairs	Furnished "✓"	Gross rent received	
					Self	Spouse
Name of let property
.....
.....

F. COMPANIES AND DISTRIBUTIONS - SEE NOTE 5 ENCLOSED)

If you and/or your spouse have an interest in a company please tick the box, complete a Company Interest form (form 687 - available to download at www.gov.gg/forms) and attach it to this return.

G. SETTLEMENTS INCLUDING TRUSTS AND FOUNDATIONS - If you and/or your spouse were the settlor of a settlement or the founder of a foundation which existed in 2014, please tick the box and complete the Settlement/Trust /Foundation form - **SEE NOTE 6 ENCLOSED.**

H. ANY OTHER INCOME - SEE NOTE 7 ENCLOSED

Source of income (Please show each source separately)	Self £	Spouse £
.....
.....
Amounts of UK tax refunded in respect of United Kingdom income for the fiscal year 2013/2014 or earlier....

I. ADDITIONAL INFORMATION - If you wish to supply additional information regarding this return or details of any income for previous calendar years not so far declared, and/or monies invested (if not already shown elsewhere on this return) which have not produced income for 2014, please tick the box and attach the relevant information.

J. DEDUCTIONS CLAIMED

Loans other than mortgages - SEE NOTE 8 ENCLOSED			Interest paid (ensure no capital repayments included)	
If the balance outstanding and/or interest has substantially increased/decreased since the last return made, please provide an explanation.				
Name(s) and address(es) of person(s) to whom interest is payable	Specific purpose of loan	Balance outstanding at 31.12.2014	Self £	Spouse £
.....
Deeds of Covenant - SEE NOTE 9 ENCLOSED			Payment made £	
Maintenance - SEE NOTE 10 ENCLOSED		

K. INCOME ARISING IN GUERNSEY, ALDERNEY OR HERM TO A NON-RESIDENT:

During 2014 did you or your spouse pay to a non-resident individual or company any income arising from sources in Guernsey, Alderney or Herm? Please tick the appropriate box.

Yes No

If "YES", show in the box the reference number, if known, under which tax is remitted and state name(s) and address(es) of non-resident(s) and amount(s) paid in 2014 below:

Name(s)	Address(es)	Amount(s) paid in 2014
.....

CLAIM FOR ALLOWANCES RELATING TO THE CALENDAR YEAR 2014

L. DETAILS OF CHILDREN in respect of whom a Guernsey Family Allowance was received by you or your spouse in 2014 or who received full-time higher education in 2014. *If the child is aged over 19 and in full time higher education, details of their worldwide income **must** be provided. If **any** child's income exceeds £9,675, details of their income **must also** be provided.

Surname	Forename(s)	Date of birth			Income of child in 2014 (*see above)	Name and address of university, college or school which child attended in 2014
		DD	MM	YY		
.....	

M. CHARGE OF CHILDREN:

All claimants must be in receipt of a Guernsey Family Allowance (unless the child is in full-time higher education) and **must complete Section L.**

- (1) If you are a **lone parent** (not cohabiting) and wish to claim the allowance, **you must tick this box.**
- (2) If you cohabited during 2014 and relinquished/received allowances to/from your partner, **you must tick this box.**
- (3) If you are a married person who maintained or employed a person in 2014 for the purposes of having charge and care of a child because your spouse was totally incapacitated, **you must tick this box.**

N. PERSONAL PENSIONS - Guernsey approved contracts **ONLY**. Pension contributions deducted by an employer should be claimed in Section A.

Pension company or trust scheme	Number of contract	Date payments commenced	Name of annuitant	Premium or contribution for the year 2014
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O. DEPENDENT RELATIVES / INFIRM PERSONS / HOUSEKEEPER (delete as appropriate) - SEE NOTE 11 ENCLOSED
If you wish to make a claim for these allowances, please enter details below (existing claimants only)

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BEFORE SUBMITTING THIS FORM, PLEASE ENSURE IT IS SIGNED ON PAGE 3 AND THE SUMMARY SHEET ON PAGE 2 HAS BEEN COMPLETED WITH THE RELEVANT INFORMATION

NOTES ON THE COMPLETION OF THE 2014 PERSONAL RETURN

Your reference number is important to ensure that your completed return is assessed as efficiently as possible. Your unique number can be found on the Coding Notice issued in October/November or the last notice of assessment received.

Note 1 **Declaration of worldwide income** If you are resident in Guernsey, all income, from any country, whether or not tax has been deducted, should be declared. If overseas tax has been deducted, evidence of this should be submitted with the return.

In "Occupation" state nature of employment (e.g. chef, accountant, builder). This is important if you wish to claim additional expenses (e.g. professional subscriptions, tools of your trade).

Note 2 **Self-employment** If your turnover is less than £15,000, you may fulfil your obligations by submitting 3 line accounts (available at www.gov.gg/form3LA), showing just your turnover, total expenses and net profit. Turnover includes cash and cheques, commission, tips, fees and gross income of any nature received. Further notes on the completion of Form 3LA are also available when downloading that form. If you are in your first year of trading, you must supply full accounts and computations (or you may use form TPLA – see below).

If your turnover is greater than £15,000, or if it is your first year of trading, you may fulfil your obligations by submitting a Trading, Profit and Loss account (TPLA) which is available for downloading and completion from our website (www.gov.gg/TPLA). Notes on the completion of the form are also included on the website.

Note 3 **Pensions received** If overseas tax has been deducted, evidence should be submitted with your return. Please show the frequency paid (e.g. weekly, monthly, quarterly, four weekly, etc) and rate applicable. If you are aware that you will commence to receive a pension at some point this year, please provide details to the Income Tax Office.

Note 4 **Ownership of Property: mortgage interest paid and income received** Please declare all properties owned (including dwelling houses, glasshouses, land and buildings), whether in Guernsey or elsewhere

Section 1 – Mortgage interest paid

Only one property may be designated as your principal private residence (PPR).

Interest paid on money borrowed for the acquisition, construction, re-construction or repair of a property is allowable on a PPR. Relief is limited to interest paid on a £400,000 mortgage and restricted to the level of the interest cap (£25,000 for individuals for 2014). See our website FAQs at www.gov.gg/taxationfaq for more information regarding the interest cap.

If your mortgage for your PPR is over £400,000 you will need to make the following calculation:

$$\frac{\text{Interest paid} \times 400,000}{\text{Average of outstanding balances on mortgage at beginning and end of the year}}$$

For example: Interest paid during calendar year 2014 = £26,000

Outstanding balance on 1 January 2014 £ 512,000

Outstanding balance on 31 December 2014 £ 491,000

£1,003,000 ÷ 2 = £501,500 = average

So the calculation would be as follows:

$$\frac{£26,000 \times 400,000}{£501,500} = £20,738 \text{ interest allowed as a deduction}$$

If the mortgage or loan is joint, state the total balance outstanding at the year end. However, please ensure that you only claim for your share of the interest paid and note the percentage claimed in the "Your share %" box, e.g. if the total joint interest paid during the year was £15,000 and your share is a half share, you should show £7,500 in the "Interest paid" column and "50%" in the "Your share %" box.

If you moved during the year, resulting in two PPRs, please provide details on a separate sheet.

For full details of the rules for relief for interest paid (including those for loans for other qualifying purposes) see The Income Tax (Tax Relief on Interest Payments) (Guernsey) Ordinance, 2007.

Section 3B – Income received from let Property

Guernsey Properties - Where you are responsible for the costs of repairing your let property, you will be allowed a deduction (Statutory Repairs Allowance) from the rental income, whether or not you incur any expenditure. This will be calculated by the Income Tax Office

If you wish to claim an additional deduction in respect of repairs and maintenance (including insurance on the structure of the building) for the Guernsey properties declared in Section 3A, please attach a schedule detailing the nature of the expenditure incurred and the amounts involved.

Evidence of expenditure claimed may be requested.

Overseas Properties - No Statutory Repairs Allowance is due on overseas properties so if you wish to claim any expenses against the rental income received please provide a schedule. Evidence of expenditure claimed may be requested.

Interest paid on money borrowed in respect of let property is available up to the amount of the assessable rent.

You may be asked to provide evidence of the purpose and the amount of any deduction claimed.

